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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 25 April 1951

FROM : Advisor for Management

SUBJECT: T/O Increase for Administrative Services

Present T/O

Additional positions needed to take over
GPO Plant over and staff our own proposed
plant

Additional positions needed for Transpor-
tation Division, Building Maintenance and
Utilities Division, Machine Records Branch,
and Real Estate and Construction Branch

Positions needed for Records Management Pro-
gram. (Archives, Vital Documents, etc.) Not
yet formally submitted

Proposed T/O

Present Ceiling

Positions in excess of ceiling

Of the above positions [] are necessary to take over the
workload now being performed by GPO, and staff our own plant. The in-
crease of T/O positions will be offset budget wise by funds which would
otherwise be paid to GPO by CIA for reproduction services.

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 14 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS S C RET. JUNE 22
NEXT REV DATE 1/4/57 DATE 1/4/57 REVIEWER [] EDCG. 02
NO. 8 CREATION DATE _____ ORG COMP 30 OPI 32 ORG CLASS 2
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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